

**781—2.3(17A,22) Requests for access to records.**

**2.3(1) Location of record.** In lieu of the words “(insert agency name and address),” insert “Department of Treasurer of State, State Capitol Building, Des Moines, Iowa 50319.” In lieu of words “(agency name),” insert “department”.

**2.3(2) Office hours.** In lieu of the words “(insert customary office hours and, if agency does not have customary office hours of at least thirty hours per week, insert hours specified in Iowa Code section 22.4),” insert “8 a.m. to 4:30 p.m. daily, excluding Saturdays, Sundays, and legal holidays.”

**2.3(7) Fees.**

c. Supervisory fee. In lieu of “(specify time period)”, insert “one-half hour”.